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ABSTRACT

An annotated listing of staff training materials for the Individualized Manpower Training System is given in this catalog. Included for each listing are descriptions, sources, uses, and prices for the material. (WH)

ED 097882

MATERIALS CATALOG

An Annotated Listing of Staff Training Materials

for the

Individualized Manpower Training System

August, 1974

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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Introduction

In order to increase the number of personnel sufficiently trained to deliver individualized academic and/or occupational training to disadvantaged youths and adults, the Manpower Administration of the U.S. Department of Labor contracted with Technical Education Research Centers for the development of the Individualized Manpower Training System (IMTS). A contractual responsibility is to make IMTS staff training materials available--in whole or in part--for utilization with any segment of the population in need or desirous of such skills.

IMTS staff training materials are comparable to trainee materials in that delivery of skills in establishing and operating the IMTS are individualized to account for learning variances among potential and established IMTS staff. However, several of the materials are oriented to group situations where appropriate and where the greater benefit is to be derived from a group approach.

To aid those teacher-educators who will be training IMTS staff and those administrators whose responsibilities lie primarily in planning, financing, support, and assessment of program effectiveness, a staff training plan has been developed sequentially ordering the various phases as follows:

- Pre-planning
- Orientation Workshop
- Establishing Workshop
- Pre-Operating Workshop Assignments
- Operating Workshop
- Technical Assistance
- Internship

Materials utilized in each phase of training have been cataloged and annotated in this document. When all phases of training have been accomplished, staff should be sufficiently skilled in establishing the System and in performing the basic operational functions which include:

Interviewing for establishing achieveable trainee goals

Diagnosing for identifying individual learning difficulties

Prescribing for matching specific remedial instruction to specific learning needs

Managing for achieving optimum trainee performance within the System

Evaluating for managing trainee achievement

These operational skills cut across all IMTS component programs.

- Reading, Arithmetic and Language
- Complementary Skills (includes personal–social skills, health, and consumer education)
- Employability Behavior Program
- Occupational Exploratory Program (includes Work Sampling)
- Prevocational Program

For clarity, the following charts indicate material packaging according to the phases of training. The remainder of the document presents individual materials––described as to format, annotated, and priced for individual purchases. An order blank is provided for purchasing single or multiple copies of staff training materials.

STAFF TRAINING PACKAGES FOR IMTS

CONTENT OF TRAINING PACKAGES	TRAINING MATERIALS FOR: Trainers	IMTS Staff	IMTS Site
PRE-PLANNING PACKAGES			
A. Preplanning Guide	1 copy		
1. Trainer's Guide	1 copy		
2. Printed version of Introduction to the IMTS	1 copy		
3. IMTS Brochure	1 copy of each	1 copy/administrator	
4. Justification Information			
a. Questionnaire	1 copy	1 copy/administrator	2 copies/site
b. Concept Paper, "Toward an IMTS"	2 copies	1 copy/administrator	
5. Description of Staff Training			
a. Script for Transparencies	1 copy	1 copy/administrator	
b. Transparency Copy	1 copy	1 copy/administrator	
c. Samples of Workshop Agendas *(Also used in each workshop)*	1 copy	1 copy/administrator	
d. Chart of Staff Training Plan	1 copy	1 copy/administrator	
6. Chart of Funding Resources	1 copy	1 copy/administrator	
7. Application for Staff Training	1 copy	1 copy/administrator	
B. Introduction to the IMTS (Tape/Slide)	1 copy		1 copy/site (optional)
C. Description of the IMTS	1 copy	1 copy/administrator	
D. Brief Review of Project	1 copy	1 copy/administrator	
ORIENTATION WORKSHOP PACKAGE			
A. Orientation Workshop Folder	1 copy	1 copy/staff	
1. Agenda (Sample) *[Same as in Preplanning Package]*	1 copy	1 copy/staff	
2. Discussion Guide	1 copy	1 copy/staff	
3. Brief Review of IMTS Project		1 copy/staff	
4. Questionnaire		1 copy/staff	2 copies/site
5. Application for Staff Training		1 copy/staff	
B. Tape/Slide: "Introduction to the IMTS" *(Same as one for Preplanning)*	1 copy		1 copy (optional)
C. Description of the IMTS	1 copy	1 copy/staff	
D. Prescribing Exercise *(Same one used for Operating Workshop)*			
1. Tape/Slide *(Same one used for Operating Workshop)*	1 copy		
2. Printed Sample Set	1 copy	1 set/staff	
E. FAM Introduction	1 copy	1 copy/staff	
F. Suggested Floor Plans *(Also used in the Establishing Workshop)*			
1. Printed		1 set/staff	
2. Transparencies	1 set		

STAFF TRAINING PACKAGES FOR IMTS

CONTENT OF TRAINING PACKAGES	TRAINING MATERIALS FOR: Trainers	IMTS Staff	IMTS Site
ORIENTATION WORKSHOP PACKAGE (Continued)			
G. Component Program Prescribing Catalogs and Guides *(Reading, Language, Arithmetic, Occupational Exploratory Manual, and Complementary Skills*	1 copy of each		
H. AIMS Orientation			
1. Tape	1 copy		
2. Forms	1 copy	1 copy/staff	
I. Budget Specifications for Establishing the IMTS *(Also used for Establishing Workshop)*	1 copy		1 copy/site
J. Establishing Guide and Forms *(Also used in Establishing Workshop)*	1 copy		
ESTABLISHING WORKSHOP PACKAGE			
A. Establishing Workshop Folder	1 copy	1 copy/staff	
1. Agenda (Sample)	1 copy	1 copy/staff	
2. Expected Outcomes Chart	1 copy	1 copy/staff	
3. "Boiler Plate" *(Narrative Proposal)*	1 copy	1 copy/staff	2 copies/site
Also needed from Preplanning and Orientation Packages:			
• Establishing Guide and Forms	1 copy		1 copy/site
• Budget and Specifications for the IMTS	1 copy		1 copy/site
• Management Plan Transparencies	1 copy		
• Answers to Questionnaire in Preplanning Package			1 copy/site
• Chart of Staff Training Plan *(Printed & Transparency)*	1 copy	1 copy/staff (printed)	
PRE–WORKSHOP ASSIGNMENTS PACKAGE FOR OPERATING			
A. Assignments and Discussion Guide	1 copy	1 copy/staff	
B. Copy of Employability Program for Staff Training	1 copy	1 copy/staff	
C. Operating Guides			
1. Complementary Skills	1 copy	1 copy/staff	
2. Language and Arithmetic	1 copy	1 copy/staff	
D. Establishing and Operating the Occupational Exploratory Program (OEP)	1 copy	1 copy/staff	
E. FAM Introduction	1 copy	1 copy/staff	
F. Demonstration Recommendations	1 copy	1 copy/staff	

STAFF TRAINING PACKAGES FOR IMTS

CONTENT OF TRAINING PACKAGES	TRAINING MATERIALS FOR: Trainers	IMTS Staff	IMTS Site
PRE-WORKSHOP ASSIGNMENTS PACKAGE FOR OPERATING (Continued)			
Also needed from the Preplanning Package:			
• Concept Paper, "Toward an IMTS"		1 copy/staff	
OPERATING WORKSHOP PACKAGE			
Operating Workshop Folder	1 copy	1 copy/staff	
1. Agenda (Sample)	1 copy	1 copy/staff	
2. Assessment Instruments	1 copy	1 copy/staff	
3. IMTS Task Assignment Forms	1 copy	1 copy/staff	1 copy/site for master
4. Self-Directed Study List with Progress Chart	1 copy	1 copy/staff	
Trainee Orientation			
1. Printed Script	1 copy		1 copy/site
2. Tape/Slide	1 copy		1 copy/site (optional)
Case Study Set *(Interviewing, Diagnosing, Testing, Prescribing, Managing and Evaluating, and Managing the IMTS*			
1. Tape/Slide *(interviewing, Diagnosing & Prescribing)*	1 copy		
2. Printed Programmed Modules	1 copy	1 copy of set/staff	
3. Workbooks for Diagnosing, Testing and Prescribing	1 copy	1 copy/staff	
Reading Programmed Module and Forms	1 copy	1 copy/staff	
Sample Case Exercise for Complementary Skills	1 copy	1 copy/staff	
Employability Program			
1. Tape/Slide	1 copy		1 copy/site
2. Sample Case Exercise *(Printed)*	1 copy	1 copy/staff	
AIMS Leader's Guide (PMA Institute)	1 copy		1 copy/site
AIMS Participant's Manual (PMA Institute)	1 copy	1 copy/staff	
AIMS Set of Tapes (PMA Institute)	1 copy of set		1 copy of set/site
Tape/Slide "Programming is a Process" (Tiemann Assoc.)	1 copy		
FAM Study Guide *(optional)*	1 copy	1 copy/staff	
Prescribing Catalog *(Language and Math) [Notebook]*	1 copy	1 copy/LM	
TABE Tests and Answer Forms (CTB)	1 copy of set	1 copy/staff	
FAM Action Line Form *(For Technical Assistance)*	1 copy	1 copy/staff	

STAFF TRAINING PACKAGES FOR IMTS

CONTENT OF TRAINING PACKAGES	TRAINING MATERIALS FOR:		
	Trainers	IMTS Staff	IMTS Site
OPERATING WORKSHOP PACKAGE (Continued)			
O. Complementary Skills Prescribing Catalog	1 copy	1 copy/LM	
P. Diagnostic Check Set	1 copy	1 copy/staff	
Q. Guide to Observations and Appraisals by IMTS Establishment and Operation	1 copy	1 copy/staff	1 copy/monitor
Also needed from Preworkshop Assignment:			
• Operating Guide for Language and Math	1 copy	1 copy/staff	
• Operating Guide for Complementary Skills	1 copy	1 copy/staff	
• Establishing and Operating the Occupational Exploratory Program	1 copy	1 copy/staff	
TWO–WEEK INTERNSHIP AND INSERVICE TRAINING PACKAGE			
(Use materials from Operating Workshop Package as references)			
A. Assessment Instruments Performance Checklist for Self–assessment and Monitoring	1 copy	1 copy/staff/monitor	1 copy/site/monitor
B. P.I. Process and Products Programmed Module			
1. Tape/Slide	1 copy		
2. Workbook	1 copy	1 copy/staff	
3. Printed Programmed Module	1 copy	1 copy/staff	

IMTS ITEM CODE: PP–1

TITLE: Pre–planning Guide

FORM: Printed loose leaf binder

DESCRIPTION:

A trainer's guide for making initial contacts for planning System implementation and staff training activites with state, local and institution administrators. Guide includes justification information, a brief review of the System, sample workshop agendas, and examples of funding resources.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Initial Contacts and Pre–planning	Trainers	1

PRICE: $12.50

IMTS ITEM CODE: ST–20

TITLE: Orientation Workshop Materials

FORM: Folder with pockets

DESCRIPTION:

Folder contains a sample workshop agenda, an IMTS discussion guide, and a list of requirements for pre–service and in–service IMTS staff training.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation	Trainers	1
	IMTS Staff	1 per person

PRICE: $5.00

IMTS ITEM CODE: ST–2

TITLE: Introduction to the Individualized Manpower Training System

FORM: Tape/Slide

DESCRIPTION:

A 21–minute documentary containing 104 color slides. Provides an overview of the IMTS, its component programs, concepts, procedures, and materials. Orients administrators to potential utilization of the IMTS. Serves as an integral part of the staff training Orientation Workshop Package and can be used on site to orient funding and/or referral agencies, new IMTS staff, other institution staff, and visitors.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Pre–planning and Orientation Workshop	Trainers	1
Internships	IMTS Site	1

PRICE: $100.00

IMTS ITEM CODE: STO–11

TITLE: Prescribing Exercise

FORM: Tape/Slide with simulated exercise (printed)

DESCRIPTION:

A 60–slide programmed exercise that provides detailed step–by–step instruction in the IMTS prescribing procedures. Used in conjunction with an actual set of IMTS materials needed for prescribing instruction for trainees to provide a simulated experience that will enable staff to prescribe instructional modules for trainees.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop (Materials included in Item ST–15)	Trainers	1
Operating Workshop	IMTS Staff	1 (Optional)

PRICE: $60.00

IMTS ITEM CODE: STO–15

TITLE: Occupational Exploratory Program

FORM: Tape/Slide

DESCRIPTION:

A 15–minute documentary containing 56 slides featuring live shots of trainees using the program's equipment and materials. Used in the Operating Workshop for IMTS staff and the trainee orientation to provide the purpose, activities, and methods of the Occupational Exploratory Program.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainees	1
Trainee Orientation	IMTS Site	1

PRICE: $60.00

IMTS ITEM CODE: ST–18

TITLE: Formative Assessment and Management (FAM) for Operating the Individualized Manpower Training System

FORM: Monograph

DESCRIPTION:

An introduction and overview of the role of FAM in the IMTS. Provides FAM purpose, objectives, and describes FAM methods and materials.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Pre–assignment for Operating Workshop	IMTS Staff	1 per person
Operating Workshop		

PRICE: $2.00

IMTS ITEM CODE: ST–17

TITLE: Staff Training Description

FORM: Transparencies or slides

DESCRIPTION:

Visual aids accompanied by script for trainers conducting Orientation Workshops. Outline of the various activities inherent in the staff training plan including sequence of training, time required, recommended location, schedule, participants, and expected outcomes for each phase of training.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Pre–planning	Trainer	1 set

PRICE: $10.00 per set

IMTS ITEM CODE: SDLRA–5

TITLE: Arithmetic and Language Prescribing Catalog

FORM: Printed loose–leaf binder

DESCRIPTION:

Materials for treating trainee learning difficulties as indicated by the TABE (Tests of Adult Basic Education) cataloged as to the appropriate grade placement and TABE items treated by the instructional modules. Instructional materials coded and identified with the estimated time for completion of each module. Catalog includes publishers.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
Operating Workshop	IMTS Staff	1 per person
	IMTS Site	1 per learning manager

PRICE: $15.00

IMTS ITEM CODE: SDCS–2

TITLE: The Complementary Skills Prescribing Catalog

FORM: Printed loose–leaf binder

DESCRIPTION:

Materials selected to complement and/or expand individual trainee learning experiences. Catalog as to appropriate reading and arithmetic levels. Includes material codes and publishers. Formatted for easy inclusion of new materials.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Pre–assignment for Operating Workshop	IMTS Staff	1 per person
Operating Workshop	IMTS Site	1 per learning manager

PRICE: $3.00

IMTS ITEM CODE: SDLRA–1

TITLE: Arithmetic and Language Operating Guide

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

An analysis of each task to be performed in operating the arithmetic and language components of the IMTS. Includes exemplified procedures for performing each task and serves as a basis for assessing staff performance.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Pre–assignment for Operating Workshop	IMTS Staff	1 per person
Operating Workshop Internship In–service	IMTS Site	1 per learning manager coordinator

PRICE: $10.00

IMTS ITEM CODE: SDCS–1

TITLE: Complementary Skills Operating Guide

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

An analysis of each task to be performed in operating the Complementary Skills Program. Describes the rationale and objectives of the program. Includes procedures for performing each task and serves as a basis for assessing staff performance.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Pre–assignment for Operating Workshop	IMTS Staff	1 per person
Operating Workshop Internships In–service	IMTS Site	1 per learning manager

PRICE: $3.00

IMTS ITEM CODE: STPO–11

TITLE: Establishing and Operating the Occupational Exploratory Program

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

A manual describing the purposes, activities, and methods of the Occupational Exploratory Program. Procedures for operating the program presented in task analysis format which includes the criteria for assessing performance of each task. Also included are a sample floor plan, program evaluation forms, a sample script for an introductory tape/slide module, and photography specifications, and camera–ready masters for brochures.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Pre–assignment for Operating Workshop	IMTS Staff	1 per person
Operating Workshop	IMTS Site	1 per OEP learning manager

PRICE: $5.00

IMTS ITEM CODE: ST–19

TITLE: Achieving Individualized Motivation Systems: An Orientation

FORM: Audio cassette and printed form

DESCRIPTION:

An orientation to the AIMS program as it relates to the IMTS. Includes the purpose , an overview, and the methods employed. Also includes an exercise in which participants' responses are required.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1 cassette and form
	IMTS Staff	1 form per person

PRICE: $25.00

IMTS ITEM CODE: STE–1

TITLE: Guide to Establishing the Individualized Manpower Training System

FORM: Printed loose–leaf – hard binder

DESCRIPTION:

Contains information, specifications, and procedures for establishing the IMTS. Includes sample floor plans, suggested arrangement of the physical environment, equipment and materials. Specific establishing tasks to be performed, scheduling, and task assignments along with basic IMTS forms.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Establishing Workshop Operating Workshop In–service Training	IMTS Site	1

PRICE: $10.00

IMTS ITEM CODE: ST–16

TITLE: Itemized Budget and Specifications for Establishing the Individualized Manpower Training System and Supplement (August, 1974)

FORM: Printed loose–leaf -- hard binder

DESCRIPTION:

Specifies staffing requirements and projected salaries and the specifications, costs and sources for all software and hardware items needed for establishing the IMTS, listed separately by needs for each IMTS component program and by basic IMTS needs. Supplementary materials specifications are similarly organized. Also included are selected publisher information, an inventory form and IMTS budget preparation forms for purchasing the items needed. Step–by–step directions for the use of the budget are also provided.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshop	Trainer	1
Establishing Workshop	IMTS Site	1

PRICE: $15.00

IMTS ITEM CODE: STE–6

TITLE: Establishing Workshop Materials

FORM: Folder with pockets

DESCRIPTION:

Folder contains a sample workshop agenda, a workshop evaluation chart for expected outcomes, and a "boiler plate" proposal with blanks to be completed during the workshop.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Establishing Workshop	Trainer	1
	IMTS Staff	1 per person

PRICE: $3.00

IMTS ITEM CODE: STPO–12

TITLE: Operating Workshop Assignment and Discussion Guide (Pre–Workshop Assignments and Answer Keys)

FORM: Folder with pockets

DESCRIPTION:

Assists staff in completing the reading and writing assignments in preparation for the IMTS Operating Workshop.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Prior to the Operating Workshop	Trainer	1
	IMTS Staff	1 per person

PRICE: $4.00

IMTS ITEM CODE: STO–21

TITLE: Operating Workshop Folder

FORM: Folder with pockets

DESCRIPTION:

Folder contains a sample workshop agenda, workshop instruments, and a set of Task Assignment Forms for specifying individual IMTS staff assignments (by position).

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person

PRICE: $3.00

IMTS ITEM CODE: STO–4

TITLE: Trainee Orientation

FORM: Tape/Slide

DESCRIPTION:

A documentary providing trainees with an introduction to the System and an overview of the purpose, objectives, and methods, as well as their role in relationship to the System.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
Trainee Orientation	IMTS Site	1

PRICE: $100.00

IMTS ITEM CODE: STO–7

TITLE: Case Studies in IMTS Operational Procedures

FORM: Printed plastic spiral binding – soft cover

DESCRIPTION:

A set of (5) programmed modules providing instruction in the basic IMTS operational procedures: Interviewing, Diagnosing, Prescribing, Managing and Evaluating the Trainee, and Managing the IMTS (Consumable)

SOURCE: Technical Education Research Center

WHEN USED	USED BY	QUANTITY NEEDED
Pre–assignment for Operating Workshop	Trainer	1
Operating Workshop	IMTS Staff	1 per person

PRICE: $50.00

IMTS ITEM CODE: STO–9

TITLE: Case Studies in IMTS Operational Procedures

FORM: Tape/Slide with simulated exercises

DESCRIPTION:

A set of three (3) programmed audio–visual modules providing instruction in three of the basic IMTS operational procedures: Interviewing, Diagnosing, and Testing. Modules include materials for simulated exercises incorporated in the instruction.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1 Tape/Slide and materials
	IMTS Staff	1 set of materials per person

PRICE: $150.00 ($50.00 ea.)

IMTS ITEM CODE: SDLRA–4

TITLE: Programmed Module for Managing Reading in the IMTS

FORM: Printed plastic spiral binding – soft cover with forms

DESCRIPTION:

Provides instruction and guidelines in placement, management, and evaluation in the reading component of the IMTS. Instruction focuses on two established programs: EDL–100 (adaptable to EDL–300) and MIND's Reading Technology. Instruction in mechanical use of equipment is not included.) Set of forms included which integrate and/or correlate the activities of both programs. (Consumable).

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person
	IMTS Site	1 camera–ready master for forms

PRICE: $10.00

IMTS ITEM CODE: BS–28

TITLE: Employability Program

FORM: Tape/Slide

DESCRIPTION:

Gives trainees an introduction to the rationale, purpose, methods and materials of the Employability Program which is designed to identify trainee problems in the areas of timekeeping, property and resources and job achievement. Provides forms for recording performance as a means of motivating and shaping appropriate on–the–job behaviors during the IMTS training situation.

SOURCE: Technical Education Research Center

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1 tape/slide and set of forms
	IMTS Site	1 tape/slide and camera–ready master for forms
	IMTS Trainees	1 set of forms per person

PRICE: $50.00

IMTS ITEM CODE: BS–27

TITLE: Employability Program

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

A programmed module providing instruction in observing and modifying trainee behavior in the areas of timekeeping, property and resources, and job achievement. Staff are trained to used the forms (also included) for recording behavior. Forms serve as motivational tools for learning managers in shaping appropriate on–the–job behavior in trainees during the IMTS training situation.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person and camera–ready master for forms
	IMTS Trainees	1 set of forms per person

PRICE: $3.00

IMTS ITEM CODE: STO–2

TITLE: Achieving Individualized Motivation Systems (AIMS): Leaders Guide

FORM: Printed loose–leaf – hard binder

DESCRIPTION:

Guide provides complete instructions for implementing the AIMS program, including spoken instruction that the leader gives to a group and a set of response forms used by participants. AIMS is designed to help one to become more competent in:

- Building his own self–concept
- Building his own motivating strengths
- Serving his own important values
- Achieving planned success in a way that meets the needs of his critical success factors
- Setting goals that lead to greater achievement and immediate action
- Planning to successfully achieve in a way that prevents conflict
- Risking personal involvement that leads to a supportive group relationship that encourages him to do his very best
- Developing a positive mental attitude

SOURCE: A.I.M.S. Institute Inc., 17 Maple Road, Setauket, New York 11733

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
Trainee Orientation	IMTS Site	1

PRICE: $36.00

IMTS ITEM CODE: EOI–4

TITLE: Achieving Individualized Motivation Systems (AIMS) [Participant's Manual]

FORM: Printed loose–leaf – hard binder (Consumable)

DESCRIPTION:

Manual contains a set of forms for writing responses upon verbal cues provided by the leader of the AIMS group. AIMS is designed to help one become more competent in:

- Building his own self–concept
- Building his own motivating strengths
- Serving his own important values
- Achieving planned success in a way that meets the needs of his critical success factors
- Setting goals that lead to greater achievement and immediate action
- Planning to successfully achieve in a way that prevents conflict
- Risking personal involvement that leads to a supportive group relationship that encourages him to do his very best
- Developing a positive mental attitude

SOURCE: A.I.M.S. Institute Inc., 17 Maple Road, Setauket, New York 11733

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	IMTS Staff	1
Trainee Orientation	Trainees	1 per trainee participant

PRICE: $4.00

IMTS ITEM CODE: EOI--3

TITLE: Achieving Individualized Motivation Systems (AIMS)

FORM: Six (6) Audio Cassettes (Optional)

DESCRIPTION:

Tapes may be used to assist the leader in conducting AIMS group activities. Provide the concepts and directions for the responses of participants. Instructions are appropriately interspersed with pauses for participant responding. Tapes may also be used in learning the procedures of the AIMS program and the leaders role. AIMS is designed to help one becom e more competent in:

- Building his own self--concept
- Building his own motivating strengths
- Serving his own important values
- Achieving planned success in a way that meets the needs of his critical success factors
- Setting goals that lead to greater achievement and immediate action
- Planning to successfully achieve in a way that prevents conflict
- Risking personal involvement that leads to a supportive group relationship that encourages him to do his very best
- Developing a positive mental attitude

SOURCE: A.I.M.S. Institute, Inc., 17 Maple Road, Setauket, New York 11733

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1 set
Trainee Orientation	Site Trainees	1 set

PRICE: $250.00 per set

IMTS ITEM CODE: STO–5

TITLE: Formative Assessment and Management Study Guide (Optional)

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

Provides exercises in performing operations inherent in the FAM program. (Consumable).

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person

PRICE: $5.00

IMTS ITEM CODE: STO–6

TITLE: Diagnostic Check for Case Studies

FORM: Printed

DESCRIPTION:

An inventory of IMTS staff achievement in IMTS operational procedures and materials. The two–part check delineates information that should be emphasized in training.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person

PRICE: $2.00

IMTS ITEM CODE: STO–10

TITLE: Guide to Observation and Appraisals of IMTS Establishment and Operation

FORM: Printed

DESCRIPTION:

A guide to observing and appraising the operations involved in establishing and operating the IMTS. For use by IMTS staff, administrators and other program monitors.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
	IMTS Staff	1 per person
	Administrator	1

PRICE: $1.00

IMTS ITEM CODE: STO–17

TITLE: Staff Self–Assessment Performance Checklists for Language, Math, Complementary Skills, Employability Program, Reading

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

Contains the task statement and the criteria for assessing the performance of each of the tasks described in the Operating Guides specifically mentioned IMTS component programs.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Internships and In–service	Trainer	1
	IMTS Staff	1 per intern and/or staff member

PRICE: $5.00

IMTS ITEM CODE: STO–18

TITLE: Monitor's Performance Checklists for the Occupational Exploratory Program

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

Contains the task statements, givens, and the procedures for assessing the performance of each task in operating the Occupational Exploratory Program.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Orientation Workshops	Trainer	1
Internship and In–service	Administrator or Monitor	1 per monitor

PRICE: $2.00

IMTS ITEM CODE: STO–20

TITLE: Monitor (or Administrator) Observation Checklist for Arithmetic, Language, Reading, Complementary Skills, Employability Program

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

A checklist identifying critical terminal behaviors indicating IMTS staff's performance or lack of performance of operational tasks described in the Operating Guides for each of the IMTS component programs. Provides space for tabulation and computation of observations.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
In–service	Administrator and/or Monitors	1 per monitor

PRICE: $5.00

IMTS ITEM CODE: STO–8

TITLE: Programming is a Process

FORM: Tape/filmstrip

DESCRIPTION:

Provides step–by–step process for developing programmed instructional materials.

SOURCE: Tieman Associates, Inc., 505 N. Lake Shore Drive, Suite 5012, Chicago, Illinois 60611

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1

PRICE: $15.00

IMTS ITEM CODE: S–SDI–31

TITLE: PI Process and Products (Optional)

FORM: Tape/Slide with printed Workbook

DESCRIPTION:

Provides instruction in the process of developing and using programmed instructional materials.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
In–service Training	Trainer	1 tape/slide and workbook
	IMTS Staff	1 workbook per person

PRICE: $100.00

IMTS ITEM CODE: S–SDI–24

TITLE: Programmed Instruction Process and Products

FORM: Printed plastic spiral binding – soft cover

DESCRIPTION:

A programmed lesson in the objectives and methods of developing and using programmed instruction

SOURCE: Technical Education Research Center

WHEN USED	USED BY	QUANTITY NEEDED
Operating Workshop	Trainer	1
In–service Training	IMTS Staff	1 per person

PRICE: $5.00

IMTS ITEM CODE: STE–7

TITLE: Performance Checklist for Establishing the IMTS

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

Two separate checklists included––one for monitors or administrators to assess management problems. The other checklist is in the form of a staff–performance checklist for Establishing the IMTS.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Establishing Workshop	Trainer Monitor or Administrator	1

PRICE: $2.00

IMTS ITEM CODE: ST–19

TITLE: Staff Self–Assessment Performance Checklist for the Occupational Exploratory Program (OEP)

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

Contains task statements, givens and procedures for self–assessment of each task in operating the OEP.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Internship and In–service	IMTS Staff	1 per staff member

PRICE: $2.00

IMTS ITEM CODE: A–49

TITLE: Module Test and Answer Keys for Arithmetic

FORM: Printed envelopes

DESCRIPTION:

Form A and B of Module Tests and Answer Keys that correspond to arithmetic modules listed in the IMTS Prescribing Catalog (June, 1974) are included. Used for pre– and posttesting for each module.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operation of IMTS	Site Staff	1 per site

PRICE: $13.00

IMTS ITEM CODE: L–49

TITLE: Module Tests and Answer Keys for Language

FORM: Printed envelopes

DESCRIPTION:

Form A and B of Module Tests and Answer Keys that correspond to language modules listed in the IMTS Prescribing Catalog (June, 1974) are included. Used for pre– and posttesting for each module.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operation of IMTS	Site Staff	1 per site

PRICE: $12.00

IMTS ITEM CODE: ST–21

TITLE: The Individualized Manpower Training System (IMTS) Final Report (June, 1974)

FORM: Printed plastic spiral binder – soft cover

DESCRIPTION:

A final report for the IMTS to date (June, 1974) including an analytical assessment of IMTS impact on trainees and institutions at the ten pilot–demonstration sites.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Pre–Planning	Administrator	1 per site
(Justification Information)	Trainer	
	Site Staff	

PRICE: $6.00

IMTS ITEM CODE: R–74

TITLE: Set of Reading Management Forms

FORM: Printed envelope

DESCRIPTION:

Forms used with IMTS Reading Program combining Reading Technology (MIND) and EDL materials. Descriptions of EDL and Reading Technology instructional areas and techniques included.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operation of IMTS	Site Staff	1 per trainee

PRICE: $1.00

IMTS ITEM CODE: CS-26

TITLE: Complementary Skills Module Tests and Answer Keys

FORM: Printed envelopes

DESCRIPTION:

Form A and B of Module Tests and Answer Keys that correspond to Complementary Skills modules listed in the Prescribing Catalog for the Complementary Skills Program (June, 1973) are included. Used for pre- and posttesting for each module.

SOURCE: Technical Education Research Centers

WHEN USED	USED BY	QUANTITY NEEDED
Operation of IMTS	Site Staff	1 per site

PRICE: $12.00